

Printing Services

DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports for county departments and special districts. All operational costs of this program are distributed to user departments through user rates.

The Purchasing – Printing Services Division budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

The purpose of this division is to provide high quality printed materials utilizing the latest technological advances in order to serve the needs of county departments. This division strives to deliver services in a timely and most cost effective manner that is beneficial to all its customers.

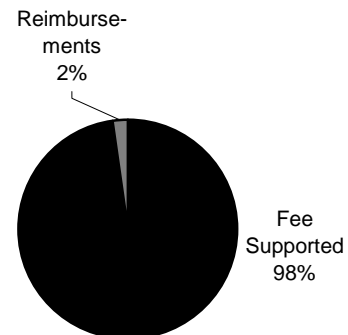
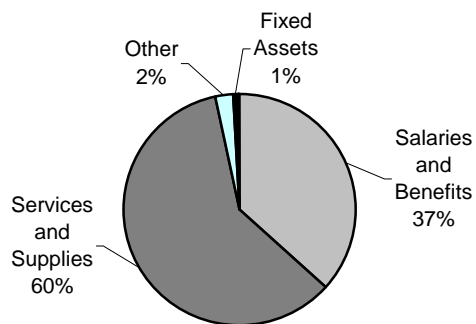
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	2,535,869	2,603,355	2,548,386	2,352,272
Departmental Revenue	2,392,449	2,766,547	2,503,248	2,422,958
Revenue Over/(Under) Expense	(143,420)	163,192	(45,138)	70,686
Budgeted Staffing		17.0		16.0
Fixed Assets	46,229	208,179	187,189	18,057
Unrestricted Net Assets Available at Year End	441,388		254,438	

Workload Indicators

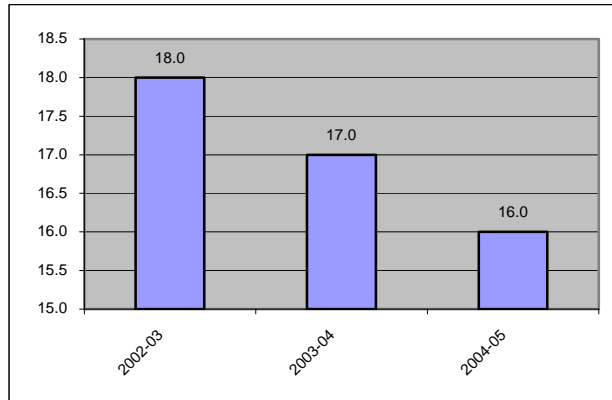
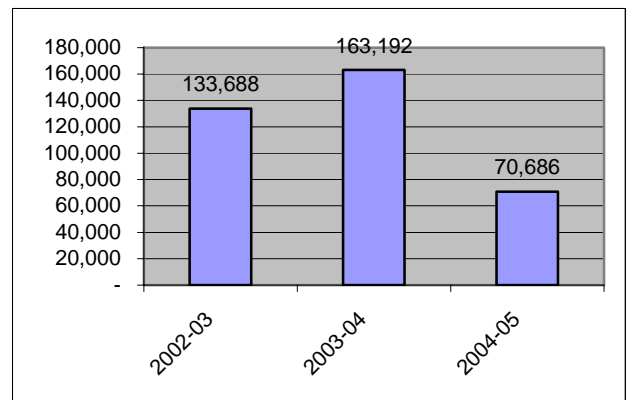
Printed Pages-Units	64,834,009	63,500,000	60,756,335	61,000,000
Graphic Arts-Hours billed	2,960	2,800	2,891	2,960

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by \$70,686.



2004-05 STAFFING TREND CHART**2004-05 REVENUE OVER/(UNDER) TREND CHART**

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	785,560	809,014	866,972	(39,037)	827,935
Services and Supplies	1,748,784	1,635,787	1,635,787	(286,211)	1,349,576
Central Computer	5,030	4,844	4,844	3,380	8,224
Other Charges	4,659	1,079	1,079	(820)	259
Transfers	52,143	37,421	37,421	18,079	55,500
Total Exp Authority	2,596,176	2,488,145	2,546,103	(304,609)	2,241,494
Reimbursements	(47,790)	(47,790)	(47,790)	(4,432)	(52,222)
Total Appropriation	2,548,386	2,440,355	2,498,313	(309,041)	2,189,272
Depreciation	-	163,000	163,000	-	163,000
Total Requirements	2,548,386	2,603,355	2,661,313	(309,041)	2,352,272
<u>Departmental Revenue</u>					
Current Services	2,503,178	2,766,547	2,824,505	(401,547)	2,422,958
Other Revenue	70	-	-	-	-
Total Revenue	2,503,248	2,766,547	2,824,505	(401,547)	2,422,958
Revenue Over/(Under) Exp	(45,138)	163,192	163,192	(92,506)	70,686
Budgeted Staffing		17.0	17.0	(1.0)	16.0
<u>Fixed Assets</u>					
Equipment	139,010	160,000	160,000	(160,000)	-
L/P Equipment	48,179	48,179	48,179	(30,122)	18,057
Total Fixed Assets	187,189	208,179	208,179	(190,122)	18,057



DEPARTMENT: Purchasing
 FUND: Printing Services
 BUDGET UNIT: IAG PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	17.0	2,603,355	2,766,547	163,192
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	57,958	57,958	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	57,958	57,958	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	17.0	2,661,313	2,824,505	163,192
Board Approved Changes to Base Budget	(1.0)	(309,041)	(401,547)	(92,506)
TOTAL 2004-05 FINAL BUDGET	16.0	2,352,272	2,422,958	70,686
2003-04 FINAL FIXED ASSETS		208,179		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items		-		
Impacts to Fixed Assets Due to State Budget Cuts		-		
Department Recommended Changes in Fixed Assets		(190,122)		
TOTAL 2004-05 FIXED ASSETS BUDGET		18,057		



DEPARTMENT: Purchasing
 FUND: Printing Services
 BUDGET UNIT: IAG PUR

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Deletion 1.0 Vacant Reproduction Equipment Operator I Due to a reduction in demand for services, it was necessary to close the Quick Copy center located at the Civic Center building and delete one (1) Reproduction Equipment Operator I.	(1.0)	(39,037)	-	39,037
2. Decrease Services and Supplies Due to the anticipated 9% decrease in service demand it is anticipated that Services and Supplies will decrease accordingly.	-	(286,211)	-	286,211
3. Increase in Data Processing Charges Increase recommended per ISD.	-	3,380	-	(3,380)
4. Decrease in Other Charges Due to the maturation of current leases interest due will be less this fiscal year.	-	(820)	-	820
5. Increase in Transfers Out This increase is due to the reimbursement to Purchasing for a portion of one Staff Analyst II's salary as a result of the September 23, 2003 Board action.	-	18,079	-	(18,079)
6. Increase in Transfers In This increase for administration fees is due to the MOU increase.	-	(4,432)	-	4,432
7. Decrease in Charges for Current Services Due to the anticipated decrease in volume of production, it is projected that the revenue will decrease accordingly.	-	-	(401,547)	(401,547)
Total	(1.0)	(309,041)	(401,547)	(92,506)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Decrease of Equipment There are no anticipated purchases of equipment for this fiscal year.	(160,000)
2. Decrease in Lease Purchases Due to the maturation of current leases less principle is due.	(30,122)
Total	(190,122)

